

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR FULL TIME NON-CERTIFIED PATROL OFFICER

Reports To: Corporal

Definition: Under general supervision, performs a variety of routine police work for the Ruidoso Police Department, on an assigned shift. Non-exempt FLSA

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Patrols an assigned area of the Village on an assigned shift in a radio-equipped vehicle to preserve law and order, including checking businesses and residences, discovering and preventing the commission of crimes, and enforcing state and municipal laws and ordinances. Checks for traffic hazards and illegal or unsafe activities. Responds to calls for assistance, including traffic accidents, assaults, fights, alarms, domestic disturbances, thefts, and other criminal or civil complaints. Works to strengthen police/community relations and as assigned accomplishes this by using avenues such as foot or bike patrol.

Searches for missing persons and lost and stolen property. Intervenes in disputes, apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts initial investigations, collects evidence, assists injured persons, and re-establishes law and order at the scene. May conduct follow-up activities. Preserves crime scenes. Some positions may assist with criminal investigations, intelligence gathering, and under cover work. Transports suspects and persons with outstanding arrest warrants to jail facilities.

Books arrested persons in accordance with state, federal, and departmental procedures. Types complaints, writes reports, processes evidence, and distributes copies to courts and superiors, issues warrants and subpoenas. Presents routine cases and testifies in court. Responds to questions and requests from the public. May train other officers. May serve on special assignments, such as special response team, DWI roadblocks, or narcotics task force. Responsible for maintenance of assigned vehicle.

Performs other related duties as needed or assigned.

Working Conditions: Irregular hours, may be on rotating shift, weekends, holidays, may be called back to work.

Knowledge, Skills, and Other Characteristics:

- ▶ Knowledge of the Ruidoso Municipal Code pertaining to police service and public safety.
- ▶ Knowledge of the Police Standard Operating Procedures Manual and other recognized manuals on police operations and standards.
- ▶ Knowledge of the policies, goals, and procedures of the Ruidoso Police Department.
- ▶ Knowledge of the principles and practices of employee supervision and training.
- ▶ Knowledge of law enforcement principles, methods, techniques, and practices including patrol, investigations, court procedures, community relations, special weapons and tactics, traffic control, report preparation, custody of persons and property, and crime prevention.
- ▶ Knowledge of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment.
- ▶ Knowledge of the street names and locations in the Village of Ruidoso and surrounding areas.
- ▶ Skill in obtaining certification as a New Mexico Police officer.
- ▶ Skill in performing the day-to-day operations of a police officer.
- ▶ Skill in understanding and interpreting complex statutes, ordinances, regulations, standards, and guidelines.
- ▶ Skill in preparing reports documenting the facts and actions regarding criminal and civil law enforcement incidents.
- ▶ Skill in mediation tactics.
- ▶ Skill in crowd control.
- ▶ Skill in communicating in person, in writing, and on two-way radio.
- ▶ Skill in establishing and maintaining routine working relationships with citizens, public officials, outside agencies, businesses, and employees.
- ▶ Skill in the proficient handling of firearms.

Other Qualifications: High school diploma. Valid New Mexico driver's license. Must become Certified New Mexico Police Officer within one year of date of hire.

SALARY RANGE IS \$ 13.07 HOURLY. SUBMIT APPLICATION TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO NM 88345. APPLICATIONS WILL BE ACCEPTED UNTIL 4:00 PM MONDAY, SEPTEMBER 25, 2006. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION !!!!

DATE & TIME POSTED 09/07/06 8:00 A.M. INITIAL _____.

DATE & TIME REMOVED 09/25/06 4:00 P.M. INITIAL _____.